

Rule Number:	3001R	Effective Date:	Aug 1, 2022
Rule Title:	Payment and Refund Rules	Last Updated:	Jul 6, 2023
Rule Category:	Finance	Next Review Date:	March, 2024

Payment and Refund Rules

For framework regarding payment and refund requirements at Ridge Meadows College, please see Standard 3001: Payments and Refunds.

Fees for RMC's 2023-24 academic year are:

Student Fee Schedule (2023-2024)		
Fee Type	Fee Amount	Description
Non-Credit Courses	Various	Refer to academic calendar or website for current non-credit course rates
Supplies Fee	Various	Added to courses with special technological or supplies requirements
Book Fee	Various	Charged for courses where a textbook is supplied at a cost to the College.
Application Fee	\$30	Required in programs of one semester (12 credits) or greater, in duration.
Technology and Library Fee	\$40 per term (some exceptions for short classes)	Allows access to Learning Management System, Microsoft Office 365 and related benefits and contributes to library catalogue resources.
Graduation Fee	\$25	Applies to students graduating but NOT attending convocation.
	\$50	Applies to students graduating but choosing to attend convocation.
Transcript Request Fee	\$15 each	Official Transcript – signed and sealed.
Late Payment Fee	\$50	Payable as per Payment and Refund Standard
CIP Enrollment Fee	\$50	One time fee to enroll in CIP (payment plan) across multiple months. CIP enrollment is also be subject to interest of up to 5% of total tuition owing.
Student ID Replacement	\$15	If a Student ID replacement is requested, this fee will be charged.
Challenge Test Fee	\$50	If a student requests to write a challenge exam for an eligible course, this fee will apply.
PLAR Fee	\$400	If a student requests a PLAR review to obtain recognition for a specific RMC course as per

		standard 4003 – Prior Learning Assessment and Recognition (PLAR)
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Program Specific Guidelines

Early Childhood Educator Programs

The Early Childhood Educator (ECE) programs offer the following options:

- An ECE-Assistant (ECE-A) program consisting of one course
- An ECE-Certificate (ECE-C) program consisting of 41 credits
- An ECE Diploma (ECE-D) program consisting of 60 credits
- A Post-Basic Special Needs Educator (ECE-SN) program consisting of 22 credits
- A Post-Basic Infant / Toddler Educator (ECE-IT) program consisting of 22 credits

Each course is priced individually. Courses may be completed full time or part time. It is recommended that students in all but the ECE-A program take at least two courses each semester.

Deposit:

The deposit for the ECE-C, ECE-D, ECE-SN, and ECE-IT programs are \$500 and it is paid only once during the application process.

There is no deposit for the ECE-A program.

Tuition and Special Fees Payment:

Course tuition is due on or before the first day of the program semester as per Standard 3001 – Payments and Refunds. Check the RMC Academic Calendar for important dates.

Refunds:

Deposits will be refunded if the request takes place a minimum of 14 days prior to the start of the semester. Deposits will not be refunded if the request is made later than 14 days before the start of the semester.

Tuition is refundable prior to the add/drop date, less the non-refundable deposit.

Tuition is transferrable (along with associated deposit) to other courses in the same program prior to the add/drop date.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Educational Assistant Program

The Educational Assistant (EA) program offers 21 courses, including practicum orientation seminars and school placements. The program is priced as a whole.

The EA program is a cohort program meaning registered students must take all courses assigned to them in a semester.

Deposit:

A \$1,000 deposit is required for the program.

Payment:

The EA program deposit is due upon registration. No other deposits are required for the program.

Program tuition, less deposit paid, is due on or before the first day of the program semester as per the semester fee schedule. Note: The College offers a Course Installment Program to manage the remaining tuition over ten months through monthly installments. Contact the office for more information.

Refund:

EA program deposits are non-refundable after 14 days prior to the first day of the semester or as stated in the letter of acceptance, if provided.

Tuition is refundable prior to the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Administrative Office Specialist Program

The Administrative Office Specialist (AOS) program consists of 10 courses that students may take full time or part time.

Deposit:

The deposit for the AOS program is \$500.

Payment:

Deposits are due upon registration. AOS deposits are non-refundable after 14 days prior to the first day of the program semester or as stated in the letter of acceptance, if provided.

AOS tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Bookkeeping Professional Program

The Bookkeeping Professional (BKP) program consists of 9 courses that students may take full time or part time.

Deposit:

The deposit for the BKP program is \$500.

Payment:

Deposits are due upon registration. BKP deposits are non-refundable after 14 days prior to the first day of the program semester or as stated in the letter of acceptance, if provided.

BKP tuition is due on or before the first day of the program semester.

Refund:

Tuition is refundable until the add/drop date, less the non-refundable deposit.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.

Building Service Workers Program

The Building Service Workers (BSW) Program is an intensive three-week course and is primarily hands-on.

Deposit:

Registering for the BSW program, does not require a deposit.

Payment:

Full tuition for the BSW Program is due at the time of registration.

Refund:

Tuition is fully refundable if the written request is made to the office prior to the first class.

Tuition is partially refundable within 7 calendar days of the first day of the program start. Refund is subject to a \$200 instructional fee.

Tuition is non-refundable after the first 7 calendar days of the program start.

Withdrawals from courses for compassionate, medical, or other circumstance may be eligible for a refund. Requests should be made in writing with medical, or other supporting documentation and directed to the College Manager.